



CIVILIAN PERSONNEL FACT SHEET

ARTHUR S. FLEMMING AWARD

(Civilian or Military)

DESCRIPTION: The Arthur S. Flemming Awards program was initiated in 1948 by the Washington DC Jaycees and named for the preeminent civil servant, Dr. Arthur S. Flemming. Starting in 1997, the George Washington University School of Public Administration took on the responsibility of administering the program. The award was established to honor outstanding young Federal employees who have made extraordinary contributions to the Federal government in the *Administrative, Scientific, and Applied Science* categories and is four-fold:

- To recognize those who have performed outstanding and meritorious work for the Federal government.
- To encourage high standards of performance in the Federal government.
- To enhance appreciation of our form of government and the opportunities and responsibilities it presents.
- To attract outstanding persons to the Federal government.

ELIGIBILITY: Nominees must be Federal employees or members of the uniformed services, with a **total of 36 months of government service and no more than 15 years of government service by that date** to be eligible for this award.

CRITERIA: Awards will be made principally for outstanding contributions to public service on either a sustained basis or through a single exceptional accomplishment during 2004. Twelve separate awards will be made. Four awards will be presented to individuals in each of the following categories: **Administrative, Scientific, and Applied Science.** Nominations must be submitted in one category, although duties may overlap areas. In all categories, nominees should have significant community service activities (whether within or outside of their professional field) which have had an important impact on the community.

- *Administrative* nominees should have demonstrated exceptional ability in administration, i.e. personnel, finance, labor or law.
- *Scientific* nominees should have demonstrated exceptional ability and performance in their field either by carrying out research, by applying technical skills, or by active participation in projects.
- *Applied Science* nominees should have demonstrated exceptional ability and performance in dealing with systems integration, program development, and information technology.

NOMINATION PROCESS: Military and civilian nominations are to be processed through 435 MSS/DPCE installation awards monitor who may submit one nominee in each category to MAJCOM. This information will be forwarded on disk or electronically to 435 MSS/DPCE for processing in addition to submitting an **original** (all documents) and **two** professional portrait-style (**head and shoulders only**) 8 x 10 **photos** should be available per request. Please put the nominees name and base on the back of each photo. All information must be typewritten, single-spaced, with double spacing between paragraphs on 8½ x 11 paper. The descriptions requested below should each be completed on **separate sheets** of paper on one side only and should carry as a **heading** the abbreviated titles appearing at the beginning of each category. Please notify if there are any facts that may not be released to the public news media (and, only unclassified nominations can be accepted). Special emphasis will be given by the judges to the professional achievement of nominees. The following is required for each nomination:

1. **Cover Page:** (See Example) Entitled *Arthur S. Flemming Awards Nomination Form* (title centered) and must contain the following information with the headings shown (double space between items):

- Full Name of Nominee:
- Date of Birth: _____ Total Years of Federal Service _____
- Present Home Address:
- Telephone: Home _____ Work (Commercial) _____
- Employment Agency or Department (list the nominee's unit of assignment):
- Agency/Department Mailing Address:
- Title of Current Position:
- Education (Institution, Degrees, Dates):
- At the bottom of the page, include the following statement: "I attest to all facts contained in this nomination and give permission for the facts to be used for publication." The nominating official should sign and date below the statement (include Name, Title and Unit of assignment).

2. **Federal Employment History:** A brief chronological review of the nominee's Federal employment indicating the number of years within each position and a brief description of the nominee's present duties and responsibilities, including the scope of his or her work.

3. **Professional Achievement:** A description of the nominee's specific accomplishment(s). This description should make clear the nature and significance of the achievement of the nominee's specific role. Include a statement of the extent of application of the nominee's achievement (e.g., affecting the function or mission of one facility or installation, several installations, a regional area, an entire agency, or government-wide).

Examples for *Administrative and Scientific* categories might include:

- Outstanding program or project management
- Significant cost savings
- Substantial improvement in the quality of service or product

Additional examples for *Administrative* nominees:

- Outstanding contribution to international diplomatic objectives
- Development of important legislative or regulatory material

Additional examples for *Scientific* nominees:

- Outstanding contributions to the advancement of science or medicine
- Significant technological achievements

4. **Awards and Publications:** A list of any government or professional awards received and a list of any professional publications germane to the nominee's career objectives.

5. **Community Involvement:** The nominee's significant community service activities (whether within or outside of their professional field) which have had an important impact on the community will be considered in the judgment process.

6. **Proposed Citation:** Approximately 150 words. Example: "For his outstanding achievement as a research scientist. For her exceptional dedication and leadership in developing and implementing. . . ."

7. **Privacy Act Statement:** Signed and dated by nominee. (See Example)

APPROVAL PROCESS:

Installation Level - Submit through chain of command to Wing/CC. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to MAJCOM by 435 MSS/DPCE.

MAJCOM Level - Submit through chain of command to Directorate Commander. Nomination will be forwarded to 435 MSS/DPCE for submission to Incentive Awards Committee. Nomination will be forwarded to MAJCOM by 435 MSS/DPCE.

GSU/Associate Units: Submit through chain of command. Forward to 435 MSS/DPCE for submission to Incentive Awards Committee if needed. If not, nomination will be forwarded to your parent command.

Upon selection, provide a copy to 435 MSS/DPCE to update employee's records in the civilian database. Award is also documented in the Employee Performance Folder maintained by the supervisor.

AWARD: Each award winner will receive an engraved plaque at the Arthur S. Flemming Awards program in Washington DC. Travel will need to be funded by the employee's organization.

REF: AFI 36-1004; AFP 36-2861, PERMISS, www.gwu.edu/~flemming,

Arthur S. Flemming Awards Nomination Form

PLEASE SUBMIT ON 8 1/2 " BY 11" PAPER

Award to be considered for: ☐ Scientific Category,
☐ Administrative Category
☐ Applied Science Category

Please type all information

Full Name of Nominee _____

Date of Birth _____ Total Years of Federal Service _____

Present Home Address _____

Telephone: Home _____ Work _____

Employment Agency/Department _____

Agency/Department Mailing Address _____

Title of Current Position _____

Education (Institution, Degrees, Dates) _____

The nomination must include a citation of approximately 150 words in length, describing the nominee's accomplishment(s). If the nominee is selected for the Award, the citation will be used by the George Washington University for immediate publication and will also be incorporated in the commemorative brochure that will be distributed at the Awards presentation and as promotional material. Failure to provide a citation will lead to disqualification of a nomination.

NOMINATION MUST BE SUBMITTED BY AND HAVE THE APPROVAL OF THE AGENCY/DEPT. HEAD OR ACTING HEAD OF THE AGENCY/DEPARTMENT.

I attest to all facts contained on this Nomination Form and give permission for the facts to be used for publication.

Date

Signature (Head/Acting Head of Agency/Department)

Please Type Name

Title

Agency or Department Name

CHECKLIST
for
Arthur S. Flemming Award

- _____ Completed Nomination Form
- _____ Authorized Signature
- _____ 150 Word Citation of Accomplishments
- _____ Attachments
- _____ Federal Employment History
- _____ Professional Achievement
- _____ Awards or Publications
- _____ Community Involvement
- _____ Two 8 x 10 Black-and-White Photographs When Requested